APPENDIX M - Preparation Guidelines for Project Report (Safety Roadside Rest Area)

Table of Contents

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ARTICLE 1 - Overview

Use of Project Report (Safety Roadside Rest Area)

These guidelines provide an outline to be used with the procedures described in Chapter 29 of the *Project Development Procedures Manual* for "Safety Roadside Rest Area" projects. All safety roadside rest area projects funded from the HB33 & HA26 Program require a Project Report (PR). The PR for Safety Roadside Rest Areas (PR-SRRA) is used to satisfy the requirements for a PR for projects in the HB33 & HA26 program.

The district is responsible for the development and presentation of all data required for the PR-SRRA. Work on the report should not begin until after the general site location has been approved.

The PR-SRRA should cover the relationships of the proposed project to the Master Plan, route area, and environment; summarize the results of conferences, meetings and contacts; and discuss the project proposal and its costs. Since the PR-SRRA is used as the primary project reference document by both Headquarters and the District, the need for accurate and complete project information is essential.

The following format should be used for all projects. However, the extent to which each topic is discussed will be determined by the type of project proposed, e.g., new unit, expansion of existing unit, etc.

ARTICLE 2 - Item-by-Item Guidelines for PR-SRRA Outline

Report Format

The PR-SRRA is prepared and submitted using the format at the end of this Appendix. The data required is to be provided under the following headings and arranged and numbered in the sequence shown in the outline. The following headings correspond to specific topics that are to be discussed in the submittal.

Cover Sheet

All PR-SRRAs should have a standard cover sheet to provide project identification information and signatures. Information to be provided includes the following:

- Title

  Indicate "Project Report (Safety Roadside Rest Area)".

- File Reference

  District-County-Route-Kilometer Post (Post Mile) [Dist-Co-Rte-KP(PM)]

  The Kilometer Post should be given to the nearest 0.1 km; if the project is 0.2 km or more in length, give both the beginning and ending Kilometer Posts. Post Miles should follow Kilometer Posts if needed for continuity of file references or other reasons.

  Responsible Unit (RU)

  The unit source code of the licensed landscape architect in responsible charge of the technical features of the project.

  Expenditure Authorization (EA)

  The multiphase EA, using the "0" phase for the project.

  Program Identification

  The program codes as given in the programming document or the project scheduling plan indicating the kind of work involved; for example, "Other Highway Construction" (OHC-HB33 or OHC-HA26). See Chapter 4.

- On Route _____ From _____ To _____

  A brief written description of the project limits that corresponds to the Kilometer Posts given above and ties the limits to commonly known physical features on the ground that can be identified on available mapping.

- Vicinity Map

  A small map showing the project limits consistent with the brief description and Kilometer Posts, and a north arrow. The map should be sufficient to locate the project at a glance for a person unfamiliar with the project. It should show the features used to identify the project limits such as roads, streams, junctions or railroads, and the nearest town (unless too distant), and a note indicating the direction to and name of the next town in each direction.

- Right of Way Statement

  A statement signed by the District Division Chief Right of Way indicating the review of the right-of-way information contained in the PR-SRRA and the R/W data sheet attached to it, and a finding that the data is complete, current and accurate.

- Recommended Approval

  The recommendation for approval signed by the Project Manager (PM), the District Landscape Architect, and District Maintenance as an indication that all landscaping and environmental concerns have been addressed.

- Approval

  The approval of the PR-SRRA recommendations, signed and dated by the District Director or by a District Division Chief to whom that authority has been officially delegated. The date of signature becomes the official project approval and environmental compliance date.

Licensed Landscape Architect's Stamp and Statement

The second page of the PR-SRRA contains the required seal or stamp and signature of a licensed landscape architect who is the person in responsible charge of the landscape features. The sheet must include a statement indicating that the licensed landscape architect attests to the technical information contained herein and the data upon which recommendations, conclusions, and decisions are based. Approval of the PR-SRRA is a management decision and is separate from this technical signature of the person in responsible charge of the landscape features.

Registered Civil Engineer's Stamp and Statement

The second page of the PR-SRRA also contains the required seal or stamp and signature of a registered civil engineer who is the person in responsible charge of the engineering features. The sheet must include a statement indicating that the registered civil engineer attests to the technical information contained herein and the engineering data upon which recommendations, conclusions, and decisions are based. Approval of the PR-SRRA is a management decision and is separate from this technical signature of the person in responsible charge of the engineering features.

1. INTRODUCTION

The purpose of the introduction is to enable the reader to grasp the most important data about the project without reading the entire report. The following information is to be included:

A. Type of Project

New unit; first stage; upgrade of existing unit; two units (north and southbound); one unit serving both directions, etc.

B. Scope of Work

Brief description of facilities and number of hectares

C. Estimated Construction Cost

Current estimate

D. Source of Funding

HA26 & HB33 Program

2. RECOMMENDATION

Give a recommendation for approval. If cooperative features are described, recommend that the cooperative features be approved and a cooperative agreement be negotiated.

3. BACKGROUND

This section should explain the background of the project, the general appearance of the area, and any future development.

A. General

Indicate why the project was initiated, describe existing facilities, if applicable, and other general background material.

B. Physical Characteristics

1) Location

Indicate distances to the nearest roadside rest areas, other stopping opportunities and communities, including nearby parks and other areas of interest.

2) Describe characteristics of the general area, including:

Topography; drainage; soil - sandy, clay, silt, etc.; climate - rainfall, wind velocity and direction, temperature; existing vegetation; scenic values

C. Future Development

Indicate any proposed freeway construction and development in the area outside the right of way. If no future freeway or area development is anticipated, so state.

D. Design Guidelines

The design designation that expresses the basic factors and indicates the 20-year traffic requirements that control the design of a rest area should be given here. An example design designation is outlined the *Highway Design Manual Topic 903.5,* "Facilities and Features"

The supporting Basic Design Data Sheets should be completed and attached to the PR-SRRA. Although these sheets will give a reasonable estimate of the numbers of required facilities, the requirements should be carefully analyzed and adjusted, if necessary, to meet the needs of the specific site. Include a brief discussion of the guidelines used in determining the number of required facilities. The number and kind of facilities should be shown in Section 5A "Project Scope" of the PR-SRRA.

E. Site Feasibility

Since specific site selection should be made on a basis of the suitability of the site for development, consideration of the following items must be discussed in the PR-SRRA:

1) Utilities

Discuss the availability of the following utilities which are required for all rest areas: water, sewage, telephone, and electric power. The results of an investigation for the source of potable water, commercial electric power, and telephone must be reported.

2) Safety

Discuss considerations of traffic ingress and egress in relation to the highway and the nearest interchanges. Ingress and egress is a prime consideration in site location.

3) Scenic Value

Describe the scenic view available at the site, since insofar as possible and practical, safety roadside rest areas should be constructed where a scenic view is available. This, however, is a secondary consideration following the practical and economic factors.

F. Site Analysis and Evaluation

Discuss the factors considered in analyzing the site. The feasibility of construction on a specific site requires careful evaluation. This includes:

1) Grade of slope and the direction of slope of the general area.

2) The history of flooding and the relationship of the grade to the high water line.

3) The number, type, size, and condition of trees and shrubs on the site and the amount and kind of existing underbrush.

4) Any water courses, and whether they are all-year or intermittent.

5) Seismic data.

6) Soil conditions, rock outcroppings, or underlying strata.

7) Wind conditions.

8) The surrounding environment and the ability of the proposed rest area development to fit the site rather than changing the site to fit the rest area.

4. PURPOSE AND NEED

Considering all of the preceding data, include a concise statement as to the need for constructing the proposed facility.

5. ALTERNATIVES

A. Site Plan & Project Scope

A site development plan is required. Thoroughly describe the facilities to be included in the proposed project. These facilities may include:

1) Ramps and Parking

Number of car and truck parking spaces; number of accessible parking spaces for persons with disabilities; area lighting; signs (vehicular and pedestrian)

2) Interior Development

a) Architectural features

Comfort stations; picnic tables; picnic tables with shelters; trash receptacles; dumpster enclosures; recycle containers; benches; information kiosks; vending machines; signs; sand urns; fencing

b) Pedestrian facilities

Walks; curbs; lighting; drinking fountains (refrigerated or non refrigerated); faucets assembly; accessible features for persons with disabilities; street washer boxes

c) Planting and irrigation

Turf; ground cover; trees and shrubs; erosion control; plant establishment period

d) Utilities

- Water system

  Describe how the identified source of potable water - well, municipal, aqueduct - will be utilized; storage tanks; treatment plant; irrigation system - manual, automatic

- Sewer system

  The development of a sewage disposal system must be included, with local agency regulations being considered; trailer dump station

- Electrical system

  Describe how the source of commercial electric power will be utilized; describe interior and exterior lighting proposed

- Telephone

  Describe how the source of telephone lines will be utilized.

- Energy conservation items

B. Cost Estimate

The PM should, in coordination with the Office of Structures Design, base the project cost estimates on experience with similar projects and available historical

data. The cost estimate for the project should be escalated at the rate used in the planning program for major construction.

Unless the particulars of a specific case justify use of a different factor, a 20% contingency factor should be used for cost estimates.

Include a cost breakdown for each of the major elements of the project.

1) Ramps and parking

2) Interior development

   Architectural features; pedestrian facilities; planting and irrigation; utilities

3) Right of way (not included in cost of construction)

4) Future maintenance costs

   In addition to the estimated cost of construction, include a brief analysis and estimate of the annual maintenance costs.

C. Alternatives

Give a brief discussion of alternatives to the proposed project such as "no project", reduced or expanded project, or alternate sites.

6. CONSIDERATIONS REQUIRING DISCUSSION

A brief summary of the results of studies made in developing the proposal should be included.

A. Utilities

The availability of utilities must be verified. Describe the source and proposed development of: water; commercial electrical power; sewage system; telephone

B. Site Selection

Summarize the criteria used in selecting the proposed site. Include kilometers between adjacent rests, on and off-ramps, topography, scenic values, etc.

C. Right of Way

If right of way is required, explain the reasons, cost per hectare, and amount required, and future actions necessary to acquire it. If no new right of way is needed, the report should so indicate.

D. Environmental Impact

If the proposed project is categorically exempt and/or categorically excluded, the PR-SRRA should so indicate. New rest areas are not categorically excluded under FHWA regulations unless approved by FHWA. For these, (and any other projects not categorically excluded), an Initial Study (CEQA) and an Environmental Assessment (NEPA) must be prepared and approved in accordance with procedures in the *Environmental Handbook* and included in the PR-SRRA in accordance with the instructions in Chapter 29, Section 2, of this *Project Development Procedures Manual*.

Following are statements to be included in the PR-SRRA where appropriate.

- ND/FONSI Projects

  For projects with an ND the following statement must be included:

  > The ND has been prepared in accordance with Caltrans' environmental procedures, as well as State and federal environmental regulations. The attached ND is the appropriate document for the proposal.

  The ND with the IS/EA must be attached to the PR-SRRA.

- For projects Statutorily Exempt from CEQA, the following statement must be included:

  > The project is Statutorily Exempt from CEQA.

- For projects Categorically Exempt from CEQA, the following statement must be included:

  > The project is Categorically Exempt under Class *(identify class)* of the State CEQA guidelines.

- When appropriate, the following statement should be included:

  > The project is Categorically Excluded under NEPA.

- Before approving a PR-SRRA containing a CE statement, the individual having authority to approve the project must have in hand the CE Determination form, when required, signed by the environmental unit Branch Chief and the functional unit Branch Chief and should review the project to be certain that there have been no changes that affect the exemption determination and that the project descriptions on the CE Determination form and in the PR-SRRA are the same. If there is any question, the Environmental Unit Branch Chief must be consulted. The CE Determination form, when required, is a required attachment to the PR-SRRA. See the *Environmental Handbook*, Chapter 2, Exhibits 4 and 6.

7. OTHER CONSIDERATIONS AS APPROPRIATE

- Permits and other approvals required.
- Consistency with other planning.
- Railroad involvement.
- Cooperative Agreements - Describe cooperative features, participants and responsibilities.

8. PROGRAMMING

Discuss programming and any changes required. Examples follow:

Programming — estimate, fiscal year; discuss scheduling or processing requests

Changes — advancements, postponements, combined projects, etc.

9. REVIEWS

Summarize all major reviews and coordination within Caltrans and with other interested agencies and attach pertinent correspondence to the PR-SRRA.

Indicate type of federal involvement, i.e., exempt, certification acceptance, or project by project.

10. PROJECT PERSONNEL

List the name and phone numbers (CALNET and public) for the Project Development Team leader, Project Manager, Engineer Architect, Project Landscape Architect, District Landscape Architect, Project Development supervisor and senior, Environmental unit supervisor, R/W reviewer, FHWA reviewer, Maintenance representative, etc.

11. LIST OF ATTACHMENTS

- Strip map

  This map should be of large enough scale to show the highway alignment and other human elements and natural features in the immediate vicinity.

- Site Plan

- Approval letters
  - Certification from utility companies
  - Geometrics
  - Longitudinal encroachment, if applicable
- Basic Design Data Sheet
- Test data
  - Percolation test
  - Test hole data for well, water analysis
- Aerial Photographs
- Correspondence
- Appropriate environmental documentation, as outlined above
- R/W Data Sheet
- Draft Cooperative Agreement (if applicable)
- PR Cost Estimate approved by PM

Caltrans Metric

Dist - Co - Rte, KP(PM)
RU - EA
Program

PROJECT REPORT
(Safety Roadside Rest Area)

Vicinity Map

Show:

- Project limits
- North Arrow

On Route_____

From _____

To _____

I have reviewed the right of way information contained in this Project Report (Safety Roadside Rest Area) and the R/W Data Sheet attached hereto, and find the data to be complete, current, and accurate:

_____
DEPUTY DISTRICT DIRECTOR – RIGHT OF WAY

APPROVAL RECOMMENDED:

_____
PROJECT MANAGER

_____
DISTRICT LANDSCAPE ARCHITECT

_____
DISTRICT MAINTENANCE

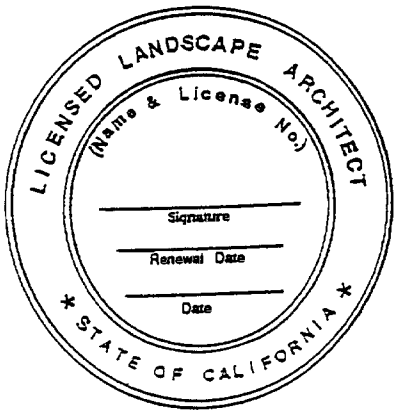
APPROVED:

_____ _____
DISTRICT DIRECTOR *DATE*

Dist - Co - Rte, KP(PM)

This Project Report (Safety Roadside Rest Area) has been prepared under the direction of the following licensed landscape architect. The licensed landscape architect attests to the technical information contained herein and the data upon which recommendations, conclusions, and decisions are based.

LICENSED LANDSCAPE ARCHITECT *DATE*



This Project Report (Safety Roadside Rest Area) has been prepared under the direction of the following registered civil engineer. The registered civil engineer attests to the technical information contained herein and the engineering data upon which recommendations, conclusions, and decisions are based.

REGISTERED CIVIL ENGINEER *DATE*

Outline for
PROJECT REPORT
(Safety Roadside Rest Area)

1. INTRODUCTION
   - A. Type of Project
   - B. Scope of Work
   - C. Estimated Construction Cost
   - D. Source of Funding
2. RECOMMENDATION
3. BACKGROUND
   - A. General
   - B. Physical Characteristics
   - C. Future Development
   - D. Design Guidelines
   - E. Site Analysis
4. PURPOSE and NEED
5. ALTERNATIVES
   - A. Project Scope
   - B. Cost Estimate
   - C. Alternatives
6. CONSIDERATIONS REQUIRING DISCUSSION
   - A. Utilities
   - B. Site Selection
   - C. Right of Way
   - D. Environmental Impact
7. OTHER CONSIDERATIONS AS APPROPRIATE
   - Permits and Other Approvals
   - Consistency With Other Planning
   - Railroad Involvement
   - Cooperative Agreements
8. PROGRAMMING
9. REVIEWS
10. PROJECT PERSONNEL
11. LIST OF ATTACHMENTS

BASIC DESIGN DATA SHEET (Part 1)

LOCATION _____
District County Route KP(PM)

NAME _____ DIRECTION _____

Design Data		Route	Rest Area 2 Way	Rest Area 1 Way
A.	AADT Present Year	*_____	_____	
B.	AADT Design Year (20 year)	_____	_____	
C.	ADT Pk. Mo. Present	*_____	_____	
D.	ADT Pk. Mo. Design Yr.	_____	_____	
E.	Design Hourly Volume (DHV)	_____	_____	
F.	DHV - 1 Way	_____		_____
G.	Rest Area DHV as a % of Route DHV		_____	
H.	Turnover (use 3)***		_____	
I.	Parking Spaces (Design Yr)**		_____	
J.	Long Vehicles %		_____	
K.	Long Vehicle Spaces (I x J)		_____	
L.	Ultimate Spaces (K + 25%)**		_____	
M.	Persons/Vehicle		_____	

* Available in Annual Traffic Volume Book

** Maximum Parking = 120 spaces

*** Use 3 until usage study by Planning Program is completed

NOTE: Design year AADT and DHV on the route should be consistent with the State Highway Inventory Traffic.

BASIC DESIGN DATA SHEET (Part 2)

Comfort facilities, domestic water supply, irrigation water requirements should be determined by the sections directly involved in that portion of the work. The estimated demands should be indicated.

Comfort Facilities	Design	Ultimate
Water closets and urinals (men)	_____	_____
Lavatories (men)	_____	_____
Water closets (women)	_____	_____
Lavatories (women)	_____	_____

Domestic Water Requirements (Initial Development for water is 100% of Ultimate)

Peak demand _____ L /min

Average Daily Demand (storage required) _____ L

Peak daily demand _____ L

Irrigation Water Requirements (Initial Development is 100% of Ultimate)

Turf area (51 mm per week) (70 000 L/ha/day) _____ L

Trees and shrubs (51 L / day) _____ L

Ground cover (51 mm per week) _____ L

Initial Development is 100% of Ultimate

Sewage Disposal Requirements (Initial Development of sewers is 100% of Ultimate)

Daily Flow _____ L

Size piping _____ mm